

2006 PESTICIDE EXAMINATION AND LICENSE INFORMATION BULLETIN

Dear Exam Candidate:

The Pesticide Examination and License Information Bulletin is your guide to taking the state pesticide examination for the purpose of obtaining a Massachusetts pesticide applicator certification or license.

The state pesticide law requires that all persons who apply pesticides in public and private places used for human occupation and habitation with the exception of residential properties with three or less dwelling units, must be in possession of a valid license or certification issued by the Massachusetts Department of Food and Agriculture. See Massachusetts General Laws Chapter 132B, Section 10.

The Department of Food and Agriculture conducts written, closed-book examinations, and as appropriate, performance testing to measure competency to use, sell, and apply pesticides in Massachusetts.

Take the time to read this bulletin and acquaint yourself with the prescribed deadlines, procedures, and forms so that you can successfully obtain either a pesticide applicator license or certification in the Commonwealth of Massachusetts.

Good Luck!

Lee Corte-Real
Pesticide Operations Coordinator



Provisions for candidates with special needs

If a handicap prevents you from taking the exam under the existing conditions outlined in this bulletin, you may request special arrangements. *When you submit your examination application to the Pesticide Bureau as directed above, please submit a clear description of your handicap and supporting documentation.* This information will help us determine what arrangements or accommodations must be made for you.



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Visit the Pesticide Bureau Web site at:
www.mass.gov/agr/pesticides for the latest
information on pesticide programs!

At-A-Glance

	Applicator License (Core)	Dealer License	Private Certification	Commercial Certification
Who Needs One?	<p>If you intend to do pesticide work using <i>general use pesticides for hire</i> and have never had a pesticide license before, you must obtain a commercial Applicator License.</p> <p>This document is usually obtained by individuals working in the Exterminating, Lawn Care, Landscape and Tree industry.</p> <p>This also includes individuals working <i>not for hire</i> such as office building groundskeeper, apartment building landlords, custodians, condominium maintenance personnel, golf course superintendents.</p>	<p>If you intend to do pesticide work <i>selling restricted use pesticides</i>, you must obtain a Dealer License.</p> <p>This document is obtained by individuals who are employed by distributors and dealers of pesticides.</p>	<p>If you intend to do pesticide work using <i>restricted use pesticides</i> on property owned or rented by you or your employer for the purpose of raising agricultural commodities, you must obtain a Private Certification. This document is usually obtained by individuals working as farmers and growers.</p>	<p>You must take and pass the appropriate Commercial Certification category exam and have two years of relevant experience (see enclosed Resume Form on page 13).</p> <p>If you intend to do pesticide work using <i>restricted use pesticides for hire or not for hire</i> you must obtain a Commercial Certification. This document is usually obtained by individuals working in the Exterminating, Lawn Care, Landscape and Tree industry.</p>
Exam Fees	\$50	\$100	\$100	\$100
Exam Times (and Lengths)	12:30 PM 125 questions (1 hour 45 minutes)	12:30 PM 125 questions (1 hour 45 minutes)	9 AM 125 questions (2 1/2 Hours)	9 AM 125 questions (2 1/2 Hours)
Passing Score	70% (87 or > out of 125)	75% (94 or > out of 125)	75% (94 or > out of 125)	75% (94 or > out of 125)
Workshops	An Applicator License Training Workshop is available through the Pesticide Education, Program at the University of MASS. See Pages 14	Not Available	Not Available	Not Available
Study Materials (Order form on pages 9 - 10)	Core Manual w/ supplement, Massachusetts Pesticide Control Act, Massachusetts Pesticide Regulations	Core Manual w/ supplement, Massachusetts Pesticide Control Act, Massachusetts Pesticide Regulations, Dealer's Package	Core Manual w/ supplement, Massachusetts Pesticide Control Act, Massachusetts Pesticide Regulations, Private Certification Manuals	Core Manual w/ supplement, Massachusetts Pesticide Control Act, Massachusetts Pesticide Regulations, Commercial Certification Manuals
Insurance	Required	Not required	Not required	Required
License or Certification Expiration Dates	December 31 st	February 28 th or 29 th	December 31 st	December 31 st
Continuing Education	6 Contact hours	3 Contact hours	12 Contact hours	12 Contact hours

GENERAL INFORMATION

Determining the kind of pesticide certification or license you need

The first step is to determine which kind of pesticide license or certification you need. In Massachusetts there are four different kinds of pesticide certifications and licenses. They are:

- 1) Commercial Applicator License (Core)
- 2) Private Certification
- 3) Commercial Certification
- 4) Dealer License

► **Choose #1 Commercial Applicator License (Core)** if you **never** have had a license before or if you did, it was more than 5 years ago, and you plan to use general use pesticides on the property of another **for hire** or as part of your current job duties on the property of your employer or leased by your employer.

► **Choose #2 Private Certification** if you are a grower or farmer and you plan to use restricted use pesticides (RUP's) on your own property or that of your employer or rented by your employer **for the purpose of raising agricultural commodities**. Agricultural commodities can include, but are not limited to, products like cranberries, corn, potatoes, tomatoes, greenhouse plants, sod, nursery stock, blueberries, apples, etc.

► **Choose #3 Commercial Certification** if you have held an applicator (core) license or certification for two (2) or more years either in Massachusetts or another state during the past five (5) years, and you plan to use restricted use pesticides (RUP's) on the property of another **for hire**.

► **Choose #4 Dealer License** if you plan to **SELL** restricted use pesticides.

Ordering your study materials

Once you have determined which kind of pesticide certification or license you need, you should order your study materials. It takes a few weeks to receive your self-study materials unless you purchase them in person at the UMASS EXTENSION BOOKSTORE at the University of Massachusetts - AMHERST (GO TO PAGE 9).

NOTE: This is the only location where you can purchase these study materials.

If you turn to the **Purchase Order Form** (PAGE 9), you will note that the self-study boxes are numbered to correspond to a certification or license type that you read about above. Select the **SELF-STUDY BOX #** that matches the number associated with the certification or license type you need. Order all the study materials specified in the box.

Scheduling an exam date and site

To determine when and where exams are held, please review the exam schedule on PAGE 11.

It is advisable to select available dates early in the year especially if you desire to obtain a pesticide certification or license for the spring and summer months. Once you select a date and exam type, you will need to complete the exam application (GOTO PAGE 7). *For those individuals eligible for Commercial Certification (meaning you have held a certification or license for at least 2 years), you will also need to complete the Resume Form in addition to the exam application (GO TO PAGE,13).*

Note: Only one exam can be scheduled per exam date.

Once your application is complete mail your form with a check or money order (**cash is not accepted**) to the address below.

**Department of Agricultural Resources
Pesticide Bureau ; Suite 500
251 Causeway Street
Boston, MA 02114-2151
ATTN: Certification/Licensing**

Due to the frequency of scheduled exams, **no admission letter or card will be sent to you confirming your registration.**

Those candidates unable to attend their scheduled exam or those exam candidates who are late will be required to *reschedule and submit another exam fee.*

NOTE: There are no exam fee refunds

Incomplete applications or those without the proper fee will be returned!

Before you mail or deliver your exam application in person: did you remember to:

- ☐ Write down your desired exam date
- ☐ Blacken in the circle of your desired exam location
- ☐ Blacken in the circle of the correct exam type and write down the code (if any)
- ☐ Sign the application
- ☐ Include the Resume Form (if you are registering for a Commercial Certification exam)
- ☐ Enclose a check or money order which is payable to: *Commonwealth of Massachusetts* for the correct fee amount and authorized with your signature.

Applicator License Exam (core)	\$50
Dealer License Exam	\$100
Commercial Certification Exam	\$100
Private Certification Exam	\$100
PLEASE DO NOT MAIL CASH	

Taking the Exam

Allow yourself adequate time to travel to the exam site and try to be on time. Exam administrators and proctors begin the registration of exam candidates and assign seating prior to the start of the exam.

Private and Commercial Certification exams:
Registration begins at 8:30 AM or earlier.
The exam begins promptly at 9:00 AM.

Commercial Applicator (Core) and Dealer License exams:
Registration begins at NOON or earlier.
The exam begins promptly at 12:30 PM.

Exam candidates who are late or do not appear for their scheduled exam will forfeit the exam fee. You will be required to submit a new examination application and fee for another test date. Refunds cannot be given.

As part of the exam registration process, the exam administrator or proctor will ask you to produce a **positive photo identification** such as a driver's license, passport, or military identification. If you cannot produce a positive picture identification, you will not be allowed to take the examination.

In addition, if your name does not appear on the exam listing or your application is not in the exam file, you will not be allowed to take the exam. Walk-in candidates cannot be admitted.

Candidates who disrupt the registration process will be disqualified from taking the exam and the registration fee will not be refunded. Once registered, all candidates will be assigned a seat and you will be given instructions.

Be sure to bring a sufficient number of sharpened #2 pencils with erasers. ***Pencils will not be provided and sharpeners are not available at the exam sites.***

Remember ***all examinations are closed book exercises!*** You are ***not*** allowed to use a calculators, notes, dictionaries, or reference materials during the exam.

Exams have 125 multiple-choice questions and are timed. You will be allowed *one hour and 45 minutes* for the commercial applicator (core) and dealer license exams. You will be allowed *two hours and 30 minutes* to take commercial and private certification exams.

Notification of Exam Results

You will be mailed a letter to your residential address notifying you of your exam results. This letter will indicate PASS or FAIL with the raw score for the fail only! If you want your raw score, you can write or fax a letter requesting your score. If you do not receive your test results within 2 weeks, write or fax a letter with your current address requesting your exam results.

The established passing score for the applicator (core) license exam is 70% (87 questions correct out of the total 125), and for all other exams 75% is passing (94 questions correct out of the total 125)

The Department will post a list of the names of the exam applicants who have passed their exam by date on our web page at:
www.mass.gov/agr/pesticides.

To insure confidentially, test results will not be given over the telephone.

REPEATING AN EXAM

Candidates who are unsuccessful in passing the exam may re-take the exam. To re-take the exam, you must submit a new examination application for another date with the appropriate fee.

Regulations require that candidates that fail the exam twice must wait (3) three months before re-applying to take an exam. After failing an exam three times, you must wait (1) one year before re-applying

Getting Your License or Certification

If you pass the exam, you will be mailed an application to obtain a pesticide license or certification, in addition to your exam results. This application for license or certification is valid for one year from the time of being notified of your exam results and is indicated as the due date.

Be Advised, that passing the exam does not equate to being certified or licensed to use pesticides!

To receive your license; sign the application, attach the appropriate fee as indicated, and if required, your insurance agent will have to attest to your insurance coverage or financial responsibility.

To be issued a pesticide license you must:

Accurately complete and return the **certification or license application** with the correct fee and proof of insurance (if required) to the Pesticide Bureau for approval and processing. **Insurance is required for a Commercial Applicator License (core) or Commercial Certification. Insurance is not required for a Dealer License or Private Certification**

Maintaining Your License or Certification

RENEWAL AND EXPIRATION DATE

- After you submit the application to obtain your license or certification, allow a few weeks for processing. After review and approval, the Pesticide Bureau will mail the pesticide license or certification to your home address or mailing address indicated.

- State law requires you to carry the official document on your person **at all times while using pesticides.**

- Please note that the license or certification is valid for a period beginning with the actual date of issuance and ending on December 31st unless it has been modified, revoked or suspended before that date.

NOTE: For a Dealer License, the document expires on February 28 or 29. Each year, renewal applications for all licenses and certifications will be mailed to you at least thirty days prior to January 1st. It is important to notify the Pesticide Bureau of any address changes to insure your receipt of your renewal application.

Continuing Education

- In addition to renewing your license or certification annually, there are re-training requirements too. As a holder of the license or certification, you must, at the end of a three-year period, be **re-licensed/re-certified** either by re-examination or by attendance at continuing education programs within the three-year period.
- The Cooperative Extension Service and various professional organizations provide training programs on an annual basis for you. You may check the Pesticide Bureau web site for the dates and locations of continuing education classes for your license type at (www.mass.gov/agr/pesticides) ; Continuing education
- You **MUST** obtain continuing education contact hours to maintain your license or certification!

(1 contact hour = 50 consecutive minutes of learning)

Commercial Certification	12 Contact hours per category
Private Certification	12 Contact hours per category
Applicator License	6 Contact hours
Dealer License	3 Contact hours

INSURANCE REQUIREMENTS

(For Commercial Applicator (Core) License and Commercial Certification)

In order to satisfy the insurance requirements, you or your employer (on your behalf) must secure comprehensive general liability coverage relating to bodily injury and property damage.

In addition, you must be sure your insurance policy has **“an endorsement that modifies any pollution exclusion provisions”** to cover you for “sudden and accidental” mishaps as it relates to the purposeful use of pesticides on the property of another.

Municipal, state, and federal employees (government employees) are exempt from insurance requirements. In lieu of insurance, you must attach to your certification or license application a letter on letterhead attesting that your pesticide activities are part of your duties when you are working in your governmental capacity.

333 CMR (CODE OF MASSACHUSETTS REGULATIONS)

10.13: Financial Responsibility or Insurance

*As a condition to obtaining or renewing a commercial applicator license or commercial certification, **an applicant shall be required by the Department to submit with his or her application an attestation by an insurance broker certifying that the insurance policy coverage in force and issued on behalf of said applicator meets or exceeds the standards set forth below, except as provided in 333 CMR 10.13(10). This attestation shall be on a form provided by the Department.***

- 1) **Certified Commercial Applicator.** The following minimum comprehensive general liability insurance coverage (ground application) is required:
 - (a) Bodily Injury Liability \$ 100,000 each occurrence \$300,000 aggregate
 - (b) Property Damage Liability \$100,000 each occurrence (including completed operations)
- 2) **Licensed Commercial Applicator.** The following minimum comprehensive general liability insurance coverage (ground application) is required:
 - (a) Bodily Injury Liability \$ 50,000 each occurrence \$100,000 aggregate
 - (b) Property Damage Liability \$50,000 each occurrence (including completed operations)
- 3) **Certified Commercial Applicators or Licensed Applicators** who apply pesticides aerially. The following minimum comprehensive general liability insurance coverage is required:

- (a) Bodily Injury Liability \$ 100,000 each occurrence \$300,000 aggregate
 - (b) Property Injury Liability \$100,000 each occurrence (including completed operations)
- 4)
 - (a) In order to satisfy the requirements of 333 CMR 10.13 (1) and (2), insurance policies must include an endorsement that modifies any pollution exclusion provision written into said policies.
 - (b) In order to satisfy the requirements of 333 CMR 10.13(3), insurance policies must include coverage for chemical drift resulting from legally carried out purposeful use of pesticides by commercial aerial pesticide applicators.
- 5) Insurance policies offered to satisfy the requirements of 333 CMR 10.13 (1), (2) and (3) may be written with combined bodily injury and property damage limits so long as these combined limits equal or exceed the sum of the required individual limits.
- 6) Applicators of pesticides to premises owned or otherwise control by their employers and to which the public is invited or to which access is permitted are required to meet only the bodily injury requirements of 333 CMR 10.13(1), (2) and (3).
- 7) Certified commercial applicators of pesticides to premises owned or otherwise controlled by their employers and to which the public is not invited or to which free access is not permitted are not required to meet either the property damage or the bodily injury requirements of 333 CMR 10.13(1), (2) and (3).
- 8) Financial responsibility required by 333 CMR 10.13 (1), (2) or (3) shall not be required of persons whose pesticide applicator activities are part of their duties as governmental employees, when they are working in their governmental capacity.
- 9) An applicator shall notify the Department in writing when the applicator's insurance is altered, revoked or amended.
- 10) If an applicator demonstrates to the satisfaction of the Department that the applicator is employed by a business entity (a) with net assets in excess of \$ 1,000,000 and (b) the employer maintains in Massachusetts a registered agent for service of process, the requirements of 333 CMR 10.13(1), (2) and (3) may be waived if the applicator states in writing that the applicator's pesticide activities are performed only for the employer, and further, that the employer in writing gives the name and address of the representative on which legal process can be served.

A more comprehensive listing of the insurance requirements is included in the Department Regulations and on our web site.

Frequently Asked Questions

Q *I have completed and mailed the exam application and fee for the purpose of registering to take a state pesticide exam. I was unable to take the test on the date I requested due to family circumstances. Is my fee refundable and can I be scheduled for the next exam or can someone else go in my place?*

A **There are no refunds!** The fee(s) you pay when you register for an exam *is a processing fee*. Pesticide Bureau policy requires you to submit another completed application and fee before the exam deadline for the exam date of your choice. Substitutions would be administratively prohibitive since individual information has been entered into a database. This would create record keeping problems that would negatively affect the prior preparation for any state exam.

Q *At what time are the exams given?*

A Commercial and Private Certification exams begin *promptly* at **9 AM** ending at 11:30 AM. The other exams, Applicator (**core**) and Dealer License exams begin *promptly* at **12:30 PM** and ending at 2:15 PM. **PLEASE ARRIVE AT LEAST 30 MINUTES BEFORE THE EXAM STARTS!!!!**

Q *What happens if I am late arriving to the exam site?*

A You will not be permitted to take the test and will lose the exam fee. This strict policy is necessary in order to assure consistency and fairness to all the other exam candidates who have planned accordingly. You would need to reapply for the next scheduled exam and submit another exam application and fee.

Q *Are there any deadlines regarding registration for state pesticide exams?*

A The deadlines are listed on the exam schedule. In accordance with regulations, you must submit your completed application and fee at least *five business days prior to the examination date*. This allows staff the necessary time to process and prepare for the administration of each scheduled date. Also, it permits staff to make sure there is available spacing at the exam site. You may miss the deadline by submitting the completed application and fee at the last minute. If you miss the deadline, you will not be scheduled for that exam. **We will send back your application and fee in this circumstance.**

Q *Does the Pesticide Bureau ever have a cutoff point if too many exam candidates are registering for a particular exam date?*

A **Yes.** The testing sites have a limited amount of space. Therefore, for your comfort and security purposes the Pesticide Bureau may have no choice in some circumstances if the number of people registering is too large. Exam dates in March and April may be affected. In this case, once the cutoff point is reached all other exam applications and fees would be returned and you would have to resubmit those materials with a different date.

Q *What is the acceptable method of payment?*

A. The fee may be paid by check or money order payable to: **"The Commonwealth of Massachusetts"**. Cash **CAN NOT** be accepted!

Q *How long will it take to get my exam results?*

A The Bureau will notify you within ten (10) business days of your exam results. Note: If you do not receive your exam results within a reasonable amount of time such as ten (10) business days, fax or mail a letter so that we can send you a duplicate notification. You may also check on our web site (www.mass.gov/agr/pesticides) for a list of exam candidates that have passed our exam by date of the exam.

Q *What is the bad weather and cancellation policy?*

A The exam schedule lists snow dates in case the exam must be cancelled. You may call **(617) 626-1841** after **6:30 AM** the day of the exam to hear a **pre-recorded message regarding the status of the exam**. If the exam is cancelled, you will be told to report on the snow date. The Pesticide Bureau will not grant any refunds or exam date substitutions.

NOTE: *The Bureau seldom cancels an exam due to snow and encourages you to plan accordingly giving yourself ample travel time to safely reach the exam site on time.*